



Context of SFA's Transformation		
Topic	Meeting/Training	Binder
Mission, values, service standards & culture	<ul style="list-style-type: none"> Modified <i>Traditions</i> training Focus Group of Employees Meeting with Candy Kane 	<input type="checkbox"/> Service Standards
PBO Transformation: Bureaucracy v. PBO, Performance Objectives	<ul style="list-style-type: none"> Modified <i>PBO at the Front Lines</i> training 	<input type="checkbox"/> PBO Foundations 101 Facilitator Materials <input type="checkbox"/> Performance Plan <input type="checkbox"/> Modernization Blue Print <input type="checkbox"/> Transformation Blue Print
Impact of transformation on the organization and the roles of those employees who have been impacted	<ul style="list-style-type: none"> Meeting with Mod Ptr and EDC Manager Meeting with John Reeves and Calvin Thomas 	<input type="checkbox"/> Old and new organization charts
Concept of "Right Fit" and how it is measured via the Q12	<ul style="list-style-type: none"> Meeting with Anne Teresa and Cyndi Reynolds 	<input type="checkbox"/> Excerpt from <i>First Break all the Rules</i> <input type="checkbox"/> Customer Service Task Force Report

SFA's Organizational Structure		
Topic	Meeting/Training	Binder
Overall organizational structure and governance	<ul style="list-style-type: none"> Meeting with Mod Ptr 	<input type="checkbox"/> Organization charts <input type="checkbox"/> OM packages for channels and organizational units
Introduction to SFA Leadership	<ul style="list-style-type: none"> Leadership team meeting 	
Union: key players, union-mgt partnership	<ul style="list-style-type: none"> Meeting with LMPC or appropriate Union Reps 	<input type="checkbox"/> Outcomes of Disney Meeting
SFA university roles, responsibilities, structure, vision & values	<ul style="list-style-type: none"> Meeting with Anne Teresa 	<input type="checkbox"/> SFA Univ. OM Package <input type="checkbox"/> SFA Univ. Organization Overview
Human resource roles, responsibilities, structure, vision & values	<ul style="list-style-type: none"> Meeting with Calvin Thomas 	<input type="checkbox"/> HR OM Package <input type="checkbox"/> HR Organization Overview



Modernization and Transformation Partners		
Topic	Meeting/Training	Binder
Overview of Mod Ptr: Project scope, current initiatives, milestones	<ul style="list-style-type: none"> • Meeting with Linh Nguyen • Visit to “Modernization Center” 	<input type="checkbox"/> Mod Ptr Overview and press clippings
Overview of Transformation Ptr: Project scope, current initiatives, milestones	<ul style="list-style-type: none"> • Meeting with Larry Grant, Lorraine Chang and/or Babak Armajani 	

EDC		
Topic	Meeting/Training	Binder
Vision & Values, Roles, Responsibilities, Structure,	<ul style="list-style-type: none"> • Meeting with EDC Manager and Amy Rothman • EDC storyboard 	<input type="checkbox"/> EDC Revised Sketch <input type="checkbox"/> Concept Paper
Transition Counseling and Professional Development	<ul style="list-style-type: none"> • Meet with EDC Core Design Team 	<input type="checkbox"/> EDC Revised Sketch <input type="checkbox"/> Opportunities List
Transition support process for impacted employees	<ul style="list-style-type: none"> • Meeting with Calvin Thomas and Chuck Lofy 	<input type="checkbox"/> Process Flows and Procedure Steps for Redeployment of Impacted Personnel <input type="checkbox"/> Redeployment Communications <input type="checkbox"/> Key Messages
Communication Plan for EDC rollout	<ul style="list-style-type: none"> • Meeting with Lisa Cain and Amy Rothman 	<input type="checkbox"/> Communication Plan

<p>Other General Resources to Include in the Binder</p> <ul style="list-style-type: none"> <input type="checkbox"/> SFA Directory <input type="checkbox"/> Contact Info for Mod Ptr team
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